

Quick Reference Guide for Architectural Control Manual (ACM)

Purpose and Use of Guide

This guide contains extracts from the ACM on frequently raised topics. It is intended to be used in conjunction with the ACM, which contains the complete requirements and related processes for exterior alterations and maintenance.

Please note that all exterior alterations require the submission of the completed form entitled “Approval Request for Building and/or Landscape Addition or Modification”. This form is often referred to as an Approval Request, ARB Form, or just an AR. The completed Approval Request should be submitted to Newell Property Management, who will forward it to the KPMA Architectural Review Board (ARB) for review and approval. Residents in condominiums must also obtain the written approval of their Condominium Association before submitting an Approval Request to the KPMA ARB.

Exterior alterations requiring ARB approval include (but are not limited to) new roofs, exterior painting, changes in landscaping, tree removal, new windows, new doors, new garage doors, new pool cages, exterior lighting, structural modifications, hardscape modifications, etc.

A copy of the Approval Request form can be found under a link in the “Forms and Docs” section on the KPMA website.

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Extracts from KPMA Architectural Control Manual (ACM) Permitted Roof Materials and Colors; Roof Maintenance

3.A.10. Roof Materials

Roof material used in replacing roofs shall be either flat or barrel concrete tile. The tile manufacturer, product name, tile color, and product code must be provided with the Approval Request. The tile style and color must be approved by the ARB (see Appendix B: Kensington Permitted Exterior Colors). Substitute materials with similar appearance may be used if approved by the ARB.

8.B.5. Roof Colors

Roofs must be a color that is complementary to the color of the exterior of the building. No intense (i.e., loud) colors are permitted. The approved color will usually be similar to a roof color currently on another building in Kensington.

4.A.1. Roof Maintenance

- a. Roof surfaces must be maintained and cleaned as needed to keep them free of algae, mildew, dirt, and debris.
- b. Broken roof tiles must be repaired or replaced as needed to maintain an attractive appearance. Replacement tiles must match the color, shape, and size of the surrounding tiles.
- c. Roof cleaning must also include the fascia boards at the edge of the roof.

Extracts from KPMA Architectural Control Manual (ACM) Exterior Materials and Paint Colors

3.A.8. Exterior Materials and Colors:

- a. Exterior material used in Kensington must be stucco. Other substitute materials may be permitted on exterior elevations upon approval of a variance by the ARB. Samples of proposed exterior materials are required at the time of submission of Construction Plans and Specifications.
- b. Exterior colors are subject to approval by the ARB. All structures, doors, trim, garage doors, etc., must be painted with colors permitted by the ARB (see Appendix B: Kensington Permitted Exterior Colors). All applications must include paint swatches with the location of colors noted. The paint manufacturer, paint name/color, and color code must also be provided.
- c. Aluminum fascia is not permitted except within the Sheffield Villas, Wellington Place, and Westchester neighborhoods

3.B.11. Painting and Paint Colors

- a. Exterior colors and repainting must be approved by the ARB, even when repainting with the existing color.
- b. Exterior colors are subject to approval by the ARB. All structures, doors, trim, garage doors, etc., are to be painted in colors permitted the ARB (see Appendix B: Kensington Permitted Exterior Colors).
- c. All applications must include paint swatches with the location of colors noted. The paint manufacturer, paint name/color, and color code must also be provided.

8.B. Permitted Exterior Colors

The following is the list exterior colors permitted on properties within Kensington. All applications for exterior painting must include paint swatches with the location of colors noted. Note that an application must be submitted and approved by the ARB for all exterior painting, even in cases when there is no change to existing colors

8.B.1. Primary Exterior Colors

The permitted colors for the exterior walls of buildings, fences, and other structures are tan, beige, soft gray, soft yellow, or earth tones. Dark colors, bright/intense colors, and bright whites are not permitted as the primary exterior color. Off-whites are permitted if not too bright.

8.B.2. Trim

The color of the trim must be consistent throughout the structure. Bright white and contrasting darker colors are permitted while other bright/intense colors are generally not permitted.

Extracts from KPMA Architectural Control Manual (ACM)
Exterior Materials and Paint Colors (continued)

8.B.3. Garage Doors

Garage doors must be painted either the primary exterior color or the color of the trim.

8.B.4. Exterior Doors

Exterior doors (other than the garage doors) may be painted a color other than the primary exterior color or trim color but may not be a dark or bright/intense color.

Extracts from KPMA Architectural Control Manual (ACM) Guidelines for Contractors including Hours

3.A.7. Guidelines for Contractors

- a. Construction hours are between 7:00 am and 5:00 pm Monday through Saturday. There are no exceptions to this rule unless approved by the Board for unusual circumstances.
- b. All construction, repair and maintenance which cause noise or disruption or which unreasonably disturbs the neighborhood must be limited to the above hours, and is not allowed outside of those periods or on national holidays except for emergencies. The volume of any electronically amplified music or other sound emitted from the construction site must be low enough at all times so as not to disturb the surrounding neighbors and/or golfers.
- c. All construction vehicles must enter/exit the property only at the Livingston/Eatonwood Lane entrance and access the sites through cleared driveways.
- d. Contractors shall provide one sign per home site or parcel which will display the primary contractor's name: 50 in., high total out of ground, 27 by 20 in. sign at the top. Permit board attached. See Drawing 3: Building Permit Board. This sign will have receptacles for permits and plans as required by Collier County. **All other signs are prohibited.**

**Extracts from KPMA Architectural Control Manual (ACM)
Dumpsters, Portable Toilets, Hurricane Preparation,
Containment of Debris, and Keeping Site Clean**

3.A.7.a Construction Site Maintenance

All building debris must be placed in a dumpster or other approved container. These must be removed when filled, or when work is completed, whichever occurs first. Dumpsters must also be removed after three weeks of inactivity.

Portable toilets must be removed when work is completed. Portable toilets must also be removed after three weeks of inactivity. Portable toilets should be located where they will be the least visible from the street.

The use of a dumpster and/or portable toilet, for both exterior and interior modifications, requires ARB approval. For an exterior project, the request to use a dumpster and/or portable toilet can be included in the Approval Request for the overall project. For interior projects, a separate Approval Request will need to be submitted. The approval request should indicate approximately when the dumpster and/or portable toilet will be delivered to and removed from the property. A new Approval Request will be required for dumpsters and/or portable toilets removed due to inactivity, unless previously approved with the original Approval Request.

If there is a NOAA hurricane watch for the area, your contractor must do the following to minimize the risk of damage to the community: (1) securely cover all dumpsters, (2) tie down and secure all portable toilets, and (3) tie down and secure all other construction materials and equipment that pose a risk. NOAA (National Oceanic and Atmospheric Administration) issues a hurricane watch 48 hours in advance of when hurricane conditions (sustained winds of 74 mph or higher) *are possible*. Per NOAA **“During a hurricane watch, prepare your home and review your plan for evacuation in case a hurricane or tropical storm warning is issued.”**

No uncontained debris may be placed on any site. During construction the Owner/builder is responsible for keeping the building site clean at all times, and for installing and maintaining barricades in good condition to protect existing vegetation.

**Extracts from KPMA Architectural Control Manual (ACM)
Mailbox Standards and Maintenance incl Painting, Repairs, and Replacement**

3.B.15. Mailbox Standards

- a. No mailbox, paper box, or other receptacle of any kind for the use in the delivery of mail, newspapers, magazines or similar shall be erected or replaced on any Lot except as approved by the ARB. Obtain and completely fill out the Approval Request for Building and/or Landscape Modification form. Mailboxes must be uniform in appearance within each neighborhood in Kensington and comply with U.S. Postal Service specifications. Check with your Neighborhood Association (or the KPMA Property Management Company as applicable) to determine the specific design requirements for your neighborhood.
- b. The Master Association or your Neighborhood Association may contract or make arrangements with a specific vendor or vendors for repair and/or replacement of mailboxes. Check with the KPMA Property Management Company to determine if such arrangements have been made. Specifications for mailbox paint colors and numbers, along with authorized vendors, are contained in Appendix H.

4.A.12. Mailbox Maintenance

Mailboxes and mailbox posts must be maintained properly. They must be repainted or replaced if the paint is chipped or faded, and they must be repaired or replaced if damaged in any other way. (Note that ARB approval is required prior to painting or replacing any mailbox). Mailbox posts must stand upright and not allowed to lean.

In many neighborhoods, there are two mailboxes on a single post. Neighbors sharing a common post are encouraged to work together on painting, repairs, and replacements to help ensure a uniform appearance. Where this is not feasible, each resident has ultimate responsibility for their mailbox. The owner of the property on which the post is placed has ultimate responsibility for the post.

All mailboxes require a red flag. They should be free of extraneous decorations.

Extracts from KPMA Architectural Control Manual (ACM)

Exterior Lighting

3.A.12. Lighting Standards

- a. A lighting plan is to be part of the final construction plan submittal for ARB approval. All light fixtures must be of good quality, finished to blend with the surroundings. Fixtures should be compatible with the architecture of the residence and the community. Exposed bulbs are not permitted.
- b. Use low wattage lamps for all outdoor fixtures. Colored lens and bulbs (i.e. blue, green, red, etc.) are not permitted. Exceptions may be made for temporary decorative lighting at holiday times.
- c. Shield glare from lighting to prevent nuisance glare onto adjacent properties or on the golf course.
- d. Above grade fixtures will not be permitted in turf areas; completely recessed fixtures may be allowed.
- e. Walkway Lighting projecting downward only may be used along walkways and driveways (excluding right-of-way) with review and written approval from the ARB.
- f. Post Lights must be approved in writing on a site-specific basis.
- g. Each Lot within Nottingham Cove is required to install a uniform low level landscape light at the entrance of each driveway, minimum 32" high and 4" wide.

3.B.10. Front Entry Doors and Screening

- a. Changes to front doors, sidelights (windowpanes), and lighting fixtures require before and after drawings, color swatches, pictures, brochures, etc.

3.B.14. Exterior Lighting and Fountains

- a. Submit pictures, site plans, drawings, etc. including the direction of lighting.
- b. Lighting may not be an annoyance to neighbors.
- c. Time clock and/or photocell controls should be used and are permitted.

Extracts from KPMA Architectural Control Manual (ACM) Landscaping Maintenance – General and Pruning/Trimming

4.A.10. Landscape Maintenance

After the landscaping is installed, a regular maintenance program is essential to keep the landscape looking good, growing and healthy. Unkempt, unsightly, overgrown foliage and lawns are unacceptable and violate the ARB standards.

a. General

1). All areas on the Owner's Lot not covered by structures, walkways or paved parking facilities and not designated as Conservation Buffer Zone shall be maintained as growing lawn or landscaped areas. No stone, gravel, artificial turf or paving of any type shall be used as a substitute for turf or shrub beds. All contracted maintenance programs should also meet the technical specifications found in Appendix E: Landscape Maintenance Technical Specifications.

2). All contracted landscape maintenance performed in Kensington should be provided by a licensed landscape contractor and crew. It is recommended that the landscape contractor have at least five (5) years of verifiable full-time experience with landscape maintenance work of similar scope and cost.

c. Pruning/trimming

1). Bushes, trees, shrubs must be routinely trimmed. Large trees must be professionally trimmed and cleaned at least every three years by an Arborist who will follow County codes AND by the standards found in the ANSI A300 section.

(a) Street Tree branches that overhang roadways must be maintained by Owners in a clean condition of over sixteen (16) feet of clear wood in order to allow clearance for trash/waste removal and emergency vehicles.

2). Bushes and trees should not touch the dwelling, especially the roof, as this provides a path for rodents and ants to enter the building.

3). All pruning shall be performed as required to maintain the natural shape and characteristics of plant variety.

4). Pruning shall include removal of plant material, which is dead, broken or diseased. When diseased plant material is removed, the cut shall be made well into healthy plant issue.

5). Pruning shall include the removal of inward growing branches, water suckers and crossing or rubbing branches. The crossing branch facing inward shall be selected for removal.

Extracts from KPMA Architectural Control Manual (ACM)
Landscaping Maintenance – General and Pruning/Trimming (continued)

- 6). Flowering shrubs generally shall not be pruned until after their bloom period. If they are constant bloomers, pruning can be done best in the spring after the first flush of blooms. All pruning cuts shall be at a 45 degree angle. Branches shall be removed flush with the trunk.
- 7). Sabal and/or Queen Palm fronds shall be removed as close to the trunk as possible when they are brown on the tips or when the fronds are infested with leaf scarifier. Do not remove any of the green healthy fronds to make it easier to reach dead fruiting stalks or emerging floescence's. Avoid nicking the petioles of adjacent healthy fronds. Palms shall be pruned at the "3:00 to 9:00" profile.
- 8). Loose "boots" (the remains of cut fronds) on palm trees are to be removed as needed to keep the tree looking neat.

Extracts from KPMA Architectural Control Manual (ACM) Landscape Screening and Shielding of Mechanical Equipment

3.B.4. Emergency Generators:

- a. Any type of emergency electrical generating system (systems) may be used that meets Federal, State, and County codes and has permit for installation.
- b. The following items must be submitted with the above form:
 - 1). A site plan drawn to scale with before and after pictures showing location, site preparation, screening for noise, dimensions, a landscape plan, running-of-wires plan, and a fuel storage area plan (which must be external to all structures), are required.

3.B.16. Outdoor Equipment:

- a. Swimming pool equipment (pumps, filters, valves, heaters, etc.), air conditioner equipment, oil or propane tanks, and other such outdoor equipment must not be visible from outside the site.
- b. This type of equipment must be enclosed, buried or adequately screened with a fence or landscaping. Note that if a fence is used to screen the equipment, the fence must also be screened with appropriate plantings as outlined in the Fences and Privacy Walls section above. See the Landscape Design Criteria and Drawing and Illustrations sections in this manual. Submit a landscape plan drawn to scale with before and after drawings

3.C.5.f. Screening Plants

- 1). Plant material for screening A/C units, pool equipment, trash, storage, etc., must be dense enough and in sufficient quantity at the time of planting to adequately screen equipment, trash, storage, etc.,
- 2). The required Minimum height of this plant material is three (3) feet upon installation.

3.C.10.a Note Landscape Screening a Pool or Pool Enclosure

Pool equipment must also be adequately screened from off-site view with sufficiently dense plant material, 48' minimum height when installed. Materials for this purpose would be in addition to the quantities listed above.

5.B.2.c 9). Screening Elements [for Final Construction Plans]

All mechanical equipment and trash containers to be located on the exterior of the building must be shown on floor plan, site plan and elevation drawings, including the proposed method of screening. If plant material is used, the minimum height of the plant must be forty-eight (48) inches.

Extracts from KPMA Architectural Control Manual (ACM)
Landscape Screening and Shielding of Mechanical Equipment (continued)

5.D.1.d Submit a landscape plan drawn to scale with before and after drawings

4). View corridors and areas for private outdoor use shall be defined in the landscape design. All mechanical equipment, air conditioner and pool equipment, and trash storage areas must be screened from view according to the requirements outlined in the Landscape Design Criteria.

**Extracts from KPMA Architectural Control Manual (ACM)
Landscape Design Criteria – Street Canopy Trees**

3.C.4. Street Canopy Trees

Street canopy trees refer to those trees planted along and bordering the primary streets of Kensington. Primary streets generally include all streets with single family homes and all streets bordering the front of condominium communities. A list of primary streets is available from the KPMA management company.

Florida Oaks aka Live American Oaks shall be used to replace any Florida Oak or other street canopy tree that needs to be removed. ARB approval is required for the removal and replacement of all street canopy trees.

Per Collier County, “in order to prevent future problems with roots and branches damaging the foundation or roof of the home, large canopy trees a minimum of 15 feet away from any structures and 10 feet away from drives, sidewalks, and/or other hardscapes, or an approved root barrier system shall be installed.” The ARB will work with the resident and their contractor to determine when a root barrier system is required and the best location for it.

Extracts from KPMA Architectural Control Manual (ACM)
Trash and Recycling Bins

4.A.11. Trash and Recycle Bins:

- a. Trash and recycle bins are not to be stored outside of dwelling unless they cannot be seen from off-site, in any direction.
- b. These containers are not to be placed beside the curb before 6:00 p.m. the day prior to scheduled pick-up.
- c. These containers are to be put away as soon after pickup as possible, but no later than 10:00 p.m. on the day of pickup.
- d. They are not to be put out if the Owner is going away and has not made arrangements for them to be retrieved and put away.
- e. Cardboard and bulky items must be bundled and stored inside until Special Pickup is called.
- f. Any trash that falls out of the bins or out of the services truck must be picked up immediately by the Owner.